

16 MAY 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
18 May 1973

Significant Events

[Redacted Content]

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2. Recruiter Conference: [Redacted]

[Redacted] attended the annual Bowling Green University Recruiters' Workshop this week. This is an annual meeting conducted by

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Dr. Joseph Galloway, Placement Director at Bowling Green. He brings together, at this meeting, recruiters from the major Government and industrial organizations in the country to discuss recruitment problems and techniques. As an interesting aside, an award is made at the Conference, based on student balloting, to the recruiter who best represents his organization. Our recruiter, [] won this award in 1968.

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3. Overtime Survey: At the request of the Executive Officer, DD/M&S, we conducted a quick survey of Agency Offices who pay overtime to employees in grades GS-12 and above to determine the rationale and basis for such payments.

4. Language Studies--Summer Only Program: The Associate Deputy Director for Management and Services called [] the Chief, Staff Personnel Division, on 17 May to advise him that the DD/M&S suggested we make language training materials available to summer only's who are studying languages and are interested in refresher, maintenance or improvement of their skills. [] is working out the details with [] OTR Language School.

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5. Consideration of Excess Employees for New Assignments: We have now received 75 referrals, have completed reassignment review for 46 who were declared excess and have 29 under consideration. Five employees on the excess list have been reassigned to other components thus far.

6. Upward Mobility Program: We now have four firm candidates with EOD dates set for the July Upward Mobility class. There are a total of 29 in process and we hope that 15 will enter on duty. This Program is designed to select those disadvantaged people who can be trained to perform basic clerical and, in some instances, typing assignments in certain components of the Agency. We have had reasonable success with the Program and are pleased to report that one of these employees who entered on duty in 1970 as a GS-02 is now a GS-04 and the recipient of a Quality Step Increase.

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7. Merger: On 14 May [] attended a meeting with officers from Central Reference Service and Office of Joint Computer Support

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on the subject of the merger of their computer activities. The Task Force will meet again after the representatives from CRS and OJCS discuss certain problems with their Office Heads.

8. Position Management: The Foreign Missile and Space Analysis Center survey was initiated 15 May with a discussion with the Director of FMSAC, the Executive Officer, the Chief of Support and the Division Chiefs to explain the program and establish time for audits.

9. Summer Only Employees: We have firm entrance on duty dates for 177 summer only employees. Letters have been sent inviting 202 to EOD. We entered 21 on duty this week and have established EOD dates every Tuesday and Thursday through 28 June.

10. EEAB Report for Employees Declared Surplus 1 March to Date:

Number of Employees Contacting EEAB		144
Requested resumes only	13	
*Requested Federal Gov't only	17	
*Requested non-Gov't only	62	
*No preference	52	
 Progress Thus Far		
Requested no action until after 30 June	85	
Requested resumes only	13	
Expressed no further interest	5	
Preparing resume, SAE, etc.	10	113
Active cases		31
Job leads provided	381	
Obtained jobs directly or indirectly from job leads, i.e., job-lead referral to other leads	14	

* Of the 131 employees seeking job placement, 83 requested the D. C. area only; 48 are willing to leave the D. C. area.

Coming Events

1. Position Management: We expect to continue work on the surveys of EUR, TSD, OER, OSR, FMSAC and the Office of Communications. Work will also continue on review and processing of the Intelligence Directorate

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Planning Papers, the editing of the Occupational Code Book, and the review and revision of personnel Regulations.

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2. Co-op Program: [] Co-op Coordinator, has been asked by the Civil Service Commission to speak to Federal personnel officers involved in or considering the establishment of cooperative education programs. The meeting will be on 22 May. [] will report on the co-op conference in New York with special emphasis on the new national co-op office and the problems of housing co-op students.

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/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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